A.S. Please designate contact

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2 June 1977

MEMORANDUM FOR: Director, OWI

SUBJECT   :   30-Year Records Declassification Review
                     Program

   1.   The attached memorandum from the DDA announces the
inauguration of the Agency's 30-year Records Declassification
Review Program.   It also requests that each directorate de-
tail one officer to the new Records Review Branch (RRB) to
assist with initial organization, and that a focal point of-
ficer be appointed to serve as a liaison point with RRB.

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   2.   In response to this request, [   ]
now Chief of the Acquisition and Dissemination Division of
OCR, has been detailed to RRB as the DDI representative.
[   ] of the O/DDI has been appointed focal point   ·STAT
officer for the Directorate.

   3.   In addition to the above appointments, each Office
and Staff is requested to immediately appoint a focal point
officer for their component.   The primary function of these
officers will be to assist in the formulation of guide-
lines to be employed in the declassification of documents
produced by their respective components.   They will also be
requested to canvass their components for any materials,
available in bulk, that are not sensitive and that may be re-
leased without too much delay.   The officer selected should
be an officer with substantive knowledge as opposed to tech-
nical records experience.

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   4.   Request that you notify this office when your
component focal point officer has been named. [   ]
will brief designated officers in the near future.

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Chief, DDI Administrative Staff

[ ] UNCLASSIFIED [ ] INTERNAL [ ] CONFIDENTIAL [ ] SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:		EXTENSION	NO.
STAT John F. Blake Deputy Director for Administration			DATE

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. DDI 7E44 Headquarters				Monday Action
2. D/OCR	19 MAY 1977			cc. C/ISG + ea grch 5/20/77
3. DD 5/20/77				C/ISG: C/DSG 20 MAY 1977 C/Admin:
4.				I have volunteered (since I recognized that OCR had no choice) to provide the DDI body for the organizational period described in the attached memo.
5.				
6.				The assignment will be for a period not to exceed one year and will be reviewed when the incumbent reports that the organization is complete and procedures are installed. I want a good one for the period. Selection to be made on Monday or Tuesday.
7.				
8.				
9.				
10.				--D/OCR
11.				
12.				
13.				
14.				
15.				

FORM 610 USE PREVIOUS EDITIONS [ ] SECRET [ ] CONFIDENTIAL [ ] INTERNAL USE ONLY [ ] UNCLASSIFIED

DDA 77-2656

17 MAY 1977

MEMORANDUM FOR: Administrative Officer, DCI
                Deputy Director for Intelligence
                Deputy Director for Operations
                Deputy Director for Science & Technology

FROM   : John F. Blake
                 Deputy Director for Administration

SUBJECT   : Assignment of Personnel to the 30-Year
                 Records Declassification Review Program

        1. On 2 May, the Deputy Director of Central
Intelligence approved the attached Action Plan thereby
inaugurating the Agency's 30-Year Records Declassification
Review Program. This plan calls for the creation of a
new centralized unit, the Records Review Branch (RRB),
within ISAS/DDA and gives this new office the responsi-
bility of conducting the Records Declassification Program
for the Agency. In addition, the action paper calls for
each Directorate and the DCI's office to:

        a. Detail one officer to RRB immediately
    to assist with initial organization; and

        b. To appoint a focal point officer to
    serve as a liaison point with RRB.

        2. It would be appreciated if you would notify
STAT   [   ] Chief, ISAS, extension [   ] of the
above assignments as soon as they have been made.

                            /s/ John F. Blake
                            John F. Blake

Attachment: a/s

COMFT _77-0574_

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_77-7447/_

MEMORANDUM FOR: Chairman, Executive Advisory Group

FROM   : John F. Blake
                  Deputy Director for Administration

SUBJECT   : Action Plan for the 30-Year Declassification
                  Review Program

     1. On 1 March 1977, the members of the Executive
Advisory Group were briefed on the scope of and the
requirements for adequately staffing and supporting the
Agency's Thirty Year Declassification Review Program.

     2. Upon completion of this briefing, those in
attendance discussed how best to deal with this required
undertaking and came to an agreement in principle on those
items contained in the attached action plan which is now
being forwarded to you for your approval.

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                           John F. Blake

Attachment: a/s

(✓) Approved   ( ) Disapproved

STAT

Chairman, Executive Advisory Group   Date

Distribution:
  Original - Chairman, EAG (to be returned to DDA/ISAS)
        1 - Chairman, EAG
        1 - ER
        2 - DDA

ACTION PLAN FOR THE 30-YEAR DECLASSIFICATION REVIEW PROGRAM

1. That a centralized Agency unit, the Records Review Branch, be established within the DDA under the Information Systems Analysis Staff (ISAS) to conduct the systematic declassification review of all records, documents, and information originated by or clearly attributable to the Central Intelligence Agency or its predecessors in accordance with Section 5E of Executive Order 11652, the National Security Council Directive of 17 May 1972 and Section 3(d)(1)(viii) of Executive Order 11905.

2. That each directorate and the DCI's office immediately detail one officer (preferably senior enough to be able to make decisions and commitments for his/her organization) to the Records Review Branch to assist in the Staff's initial organization, including the preparation of review guidelines for the 1946-1950 time period. Additional personnel will be assigned as specific workloads are identified and it is currently estimated that a total of 30 full-time reviewers (13 DDO; 7 DDA; 6 DDI; 2 DDS&T; 2 DCI), seven clericals and three supervisors will be required to review and process the records associated with the 1946-1950 time period. It is understood that pending allocation of adequate resources for the 30-Year Declassification Review Program, staffing will be accomplished through the assignment of detailees with the assigning organization absorbing all costs involved. This situation will be eliminated in FY-79 if the 40 new positions and the $1.1 million the DDA will include for this project in its FY-79 program requirements are approved.

3. That each directorate be requested to officially designate a senior focal point officer to aid and assist the Records Review Branch in promptly solving unique problems associated with the review and handling of information generated by his/her organization.

4. That each directorate and independent office initiate, upon notification by the Records Review Branch, a systematic survey of its inactive file holdings at the Agency Archives and Records Center. This survey would be conducted by the directorate or independent office records management officers according to guidelines provided them by the Records Review Branch. The purpose of this survey will be to:

a. determine the content and time frame of inactive files (now inadequately identified) in order that a direct, systematic review can be organized;

b. determine if there are any inactive files that can be declassified without a page-by-page review; and

c. purge Agency holdings of all inactive records officially certified as disposable prior to the start of any actual review activity.

To obtain maximum benefits, this final aspect of the survey should be coordinated with, and monitored by, ISAS, Records Administration Branch.

5. That the Records Review Branch be officially delegated the authority to make declassification decisions on documents and information:

a. originated by any present or former component of the Agency;

b. originated by a predecessor organization, the responsibilities and functions of which are now held by the Agency; and

c. information over which the Agency has exclusive or final authority appearing in documents of non-Agency origin.

6. That action be initiated by the Records Review Branch to officially establish liaison contacts with other Federal agencies who hold classified CIA documents or whose classified documents and information can reasonably be expected to be present in Agency files.